

# **HAWAII HOUSING FINANCE AND DEVELOPMENT CORPORATION (HHFDC)**

The HHFDC facilitates workforce and affordable housing in the State of Hawaii and is seeking an experienced and dedicated **Asset Manager**.

## **Asset Manager (Exempt/Non-Civil Service)**

Working in the Hawaii Housing Finance & Development Corporation's (HHFDC) Asset Management Section, the Asset Manager is a supervisory position responsible for the oversight and management of assets owned or controlled by the HHFDC, including inventory of all real properties and fixed assets. The Asset Manager will oversee property management activities for HHFDC's properties; makes recommendations for managing HHFDC's real estate portfolio, assists in land acquisition or disposition activities related to HHFDC's programs; proposes policies, procedures, and standards for property inventory and disposal; and conducts inventory of properties along with preparing inventory reports.

Position requires a bachelor's degree from an accredited college or university in public or business administration, real estate management, law, or other related field. In addition, four years of progressively responsible experience in real estate, project development and management, professional planning, property management, or other related experience.

Additional qualifications of benefit to this position include knowledge and experience in real estate or property management, including land appraisal techniques; the real estate market; zoning, private and public planning and development; effective communication and negotiation techniques; and working knowledge of Microsoft Office Suite.

Please submit resumes no later than June 27, 2011 to:

HHFDC Personnel  
677 Queen St., Suite 300  
Honolulu, Hawaii 96813  
Fax: 808 587-0623  
Website: <http://hawaii.gov/dbedt/hhfdc>

The State of Hawaii is an Equal Opportunity Employer

